

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Multi-Disciplined Code Official I	<b>BAND/LEVEL:</b>	PROF I
<b>DEPARTMENT:</b>	Planning and Development Services	<b>JOB NO:</b>	3250
<b>DIVISION:</b>	Building Safety	<b>DATE:</b>	11/15/2019
<b>REPORTS TO:</b>	Team Supervisor, Building Safety	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-Time	<b>COST CENTER:</b>	608
<b>REPLACES:</b>	Multi-Disciplined Inspector I & Plans Examiner, Associate	<b>LAST REVISED DATE:</b>	04/24/2018

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**JOB SUMMARY STATEMENT:**

Reviews and approves construction documents related to commercial and residential structures for compliance with City-adopted building codes and other related ordinances related to building construction and life safety. Conducts field inspections to assure compliance with the approved plans, and with City-adopted building codes. Responsible for the plan review and inspection processes for code review. Serves as Plans Examiner of the Day. Assists in emergency operations, to include snow removal operations as required, and other duties as assigned. This is an entry level position. Assigned projects are generally ones having the least complexity.

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**DUTIES AND RESPONSIBILITIES:**

1. Assumes the role of a project manager who is responsible for coordinating the overall plan review process among the internal and external divisions and agencies required to approve projects. Coordinates the flow of communication to the applicant and manages the phasing and issuance of permits. Responsible for plan review and inspection processes and activities from permit application to issuance of final certificate of occupancy.
2. Reviews construction documents submitted for the purpose of securing a building permit to construct new commercial or residential structures, or to alter, repair, demolish or add on to existing structures. Evaluates and analyzes various life safety systems and components for compliance with the building code and the referenced national standards as adopted by the City of Overland Park. The code review is a multi-disciplined review for compliance with the International Building Code which incorporates the International Residential Code, the International Plumbing Code, the National Electrical Code, the International Energy Code, The International Mechanical Code, the International Fire Code, and the Existing Building Code.
3. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, hydraulic calculations, research reports, special inspection reports and other technical data to assure compliance with Overland Park adopted codes. Applies engineering principles and practices in the technical examination and analysis of wood, steel, concrete, and masonry structures and components. Makes independent decisions regarding compliance and alternate methods of design and construction.
4. Conducts inspections and witnesses various tests throughout the construction process in order to ensure compliance with the approved construction documents and City adopted codes on all permitted projects for new structures, or additions, alterations, repairs, or demolition of existing structures. Enforces erosion and sediment ordinance for one and two family dwelling construction sites. Serves as the lead person on joint inspections or investigations conducted with other divisions and departments including the Fire Department. Authorizes, the issuance of temporary certificate of occupancy, or final certificate of occupancy. Responsible for reviewing and approving special inspection reports. Witnesses' acceptance testing of elevator equipment.

5. Serves as *Plans Examiner of the Day*. Provides technical support to clerical staff for review and approval of permits issued over the counter and other permit applications. Provides telephone and walk-in assistance to public regarding code requirements and interpretations. Visually reviews plans to ensure compliance with City-adopted ordinances and codes. Performs code and engineering structural reviews of residential room additions, decks, porches, structural alterations, and residential accessory structures. Reviews plot plans and other plans of residential projects to ensure compliance with City-adopted ordinances and codes.
6. Meets with design professionals, developers, owners, and contractors in preliminary design meetings. Meetings generally entail a discussion of the permit process as well as a code review of preliminary plans or design concepts to identify potential problems. Potential problems are identified. Advise as to possible approaches to gaining compliance with the codes or resolving related problems is put forth.
7. Meets with design professionals, developers, owners, and contractors in pre-construction meetings. Meetings include an explanation of City requirements and processes that are pertinent to the construction process.
8. Keeps abreast of changes to the building codes, new products, and code enforcement techniques.
9. Responds to concerns from citizens, contractors, staff or other interested parties pertaining to possible violations of the International Property Maintenance Code, contractor licensing requirements, erosion and sediment control and various other requirements found in the building codes. Compiles evidence, issues “notices of violation”, consults with Prosecutor’s Office regarding legal action, issues “Notices to Appear” in municipal court and testifies at arraignment and trial.
10. Conducts acceptance tests of all elevator equipment including escalators. Monitor the removal of fuel storage tanks.
11. Carries the Building Safety Emergency Pager and responds to emergency call-outs. Assists in emergency operations, such as, including snow removal, damage assessments and providing mutual aid as required. Employees hired on or after May 12, 2008 will assist in emergency operations to include snow removal operations as required.
12. Participates in emergency management operations for the City, as requested. Carries out and or performs other duties as assigned.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor’s degree in Architecture, Engineering, or Construction Science & Technology, or a related field.
- Must possess a valid driver’s license and maintain an insurable driving record.
- Upon hire must be able to secure and maintain a “City Officer” commission to conduct investigations and issues notices to appear in municipal court.
- Certifications: Must obtain within 12 months of employment with the City, at least one of the certifications designated as a core credit and one of the certifications designated as elective credit for obtaining a Master Code Professional certificate through the International Code Council’s national certification program.

**EXPERIENCE:**

- One year of practical experience in the construction industry.
- Good oral and written communication skills.
- Good interpersonal skills.
- Must have a working knowledge of personal computers and software applications such as word processing, database, Bluebeam and spreadsheet applications.

**MENTAL REQUIREMENTS:**

- Ability to read and comprehend City, State and Federal codes and regulations.
- Ability to read and interpret building plans, specifications, and building codes.
- Ability to analyze engineering problems and recommend possible solutions.
- Ability to comprehend standard engineering practices.
- Ability to perform engineering calculations.
- Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors.
- Ability to work/conduct inspections under distracting conditions.
- Mechanical aptitude.
- Ability to analyze safety situations.
- Logical reasoning.

**PHYSICAL REQUIREMENTS:**

- Ability to make and receive phone calls.
- Ability to distinguish colors.
- Visual acuity to examine small parts.
- Must be able to hear and communicate.
- Physical dexterity to operate hand tools.
- Mobility to travel to various inspection sites.
- Ability to drive a City vehicle.
- Hand and eye coordination adequate to enter data into computer.
- Visual stamina and acuity adequate to review alphanumeric data.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Occ. - Constant	even and uneven surfaces
Sitting	Frequent	motor vehicle operation
Driving	Frequent	motor vehicle operation; automatic transmission
Bending	Occasional	inspection requirements
Stooping	Occasional	inspection requirements
Twisting	Frequent	computer operation in vehicle
Kneeling	Occasional	inspection requirements
Squatting	Occasional	inspection requirements
Crawling	not applicable	
Stairs	Frequent	multiple environments require use of stairs
Ladders	Occasional	inspection requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Computer	20 lbs.	floor to waist	occasional	2 / day	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Computer	20 lbs.	up to 500 ft.	occasional	2 / day	one or two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
open / close doors	minimal	occasional	

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
open / close doors	minimal	occasional	

REACHING	DURATION	DESCRIPTION
Above shoulder	occasional	required during inspection
At shoulder level	occasional	required during inspection
Below shoulder level	occasional	required during inspection / driving

FINE MOTOR	DURATION	DESCRIPTION
Gripping	constant	motor vehicle operation; misc. other requirements
Pinching	constant	motor vehicle operation; misc. other requirements
Wrist Flexion / Extension	constant	motor vehicle operation; misc. other requirements
Wrist Pronation / Supination	constant	motor vehicle operation; misc. other requirements